

## **GUIDELINES FOR ACCESS TO STATE PERSONNEL BOARD PUBLIC RECORDS**

Public records maintained by the California State Personnel Board will be available for inspection by members of the public pursuant to the following procedures:

1. Requests for inspection or copying of public records:
  - May be verbal or in writing, however, SPB encourages requests to be made in writing unless the request involves records that are maintained by the Board for the purpose of immediate public inspection.
  - Should be directed to the Legal Office for docketing and referral to the office that created and has ownership responsibility for the desired records.
  - Should be specific, focused and sufficiently describe records so that they can be identified, located and retrieved by Board personnel.
  - Where a request is not specific and focused, Board staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions of how to overcome practical barriers to disclosure.
  - Must not interfere with the ordinary business operations of the Board. The operational functions of the Board will not be suspended to permit inspection of records during periods in which such records are reasonably required by Board personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records. Public records maintained by the State Personnel Board shall be available for inspection during the regular business hours of the Board.
2. The Board may refuse to disclose any records that are exempt from disclosure under the Public Records Act. (See Gov. Code, § 6254.)
3. Physical inspection of the records shall be permitted within the Board's offices and under the conditions determined by the Board. Upon either the completion of the inspection or the oral request of Board personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting Board records shall not destroy, mutilate, deface, alter, or remove any such records from the Board. The Board reserves the right to have Board personnel present during the inspection of records in order to prevent the loss or destruction of records.
4. Upon any request for a copy of records, other than records the Board has determined to be exempt from disclosure under the Public Records Act, Board personnel shall provide copies of the records to any person upon payment of a fee of 30 cents per page covering costs of duplication, or upon payment of the direct cost of producing a copy of the record in an electronic format, as determined by the Board. Additional charges may apply for records requiring data compilation, extraction, or programming to produce the record.
5. A copy of these guidelines shall be posted in a conspicuous public place in each office of the Board, and a copy thereof shall be made available free of charge to any person requesting such copy.